

Outline of Presentation to
Wisconsin Education Association Council Attorneys and Collective Bargaining Staff
November 12, 2001 -- WEAC Offices, Madison, Wisconsin

Using WERC Internet and CD-ROM Resources

by Marshall L. Gratz
Attorney/Team Leader
Wisconsin Employment Relations Commission
phone: 414-963-4695 e-mail: marshall.gratz@werc.state.wi.us

(The speaker's remarks do not necessarily reflect the views of the WERC.)

WERC Promotes Labor-Management Peace in Wisconsin by means of:

- rule making
- adjudication
 - unfair labor practice/prohibited practice complaints (booklet available)
 - representation and referendum petitions
 - scope of bargaining and other declaratory ruling petitions
- fee setting for certain WERC services (fees list available)
- mediation of interest and grievance disputes
- gatekeeping for impasse resolution processes
- interest arbitrator/fact finder appointment -- ad hoc roster -- recruitment and training
- grievance arbitration -- staff, ad hoc lists
- conduct of representation elections and union security referendums
- encouragement and support of labor management cooperation activities
- public information services for groups, classes and training programs
- information gathering, reporting and publishing

Basic Nature of Wisconsin Employment Relations Commission

- not DER, not ERD or LIRC of DWD, not DOL, and not WEAC.
- independent agency, 3 commissioners, 6-year terms, 1 chairperson
- professional staff -- general counsel, team leaders, staff in Madison and out-state
- support staff -- elections supervisor, publications sales
- headquarters office in Madison -- PO Box 7870, Madison; (608) 266-1381
- web page located at <http://badger.state.wi.us/agencies/werc/index.htm>
- hearings/mediations normally conducted near parties' locations

Resources Available for Researching WERC-related documents and information

- historically:
 - paper decisions/interest awards/digests
 - WASB paper digests 1975 on
 - WERC diskette decisions July89 on and quarterly subscription
 - WERC diskette grievance awards from July89 and quarterly subscription
- more recently:

- CD-ROM Decisions/Gr Awards mid-'89-98 in word processor format with no search software
- current and future:
 - WisBar Internet decisions and grievance awards mid-1989-on updated monthly
 - annual subscriptions to monthly e-mail distributions of interest, grievance and decisions
 - WERC Website with, e.g., decisions pre-mid-89, interest awards 1971-date, digests published by WERC (limited search) (more details below)
 - WASB CD-ROM of state/municipal digests 1975-98 in PDF with software; annual CD updates planned, beginning June 2002 (highly recommended)
 - WERC paper/diskette subscriptions eliminated in favor of CD-ROM, Internet and monthly e-mail subscriptions (see separate WERC publications catalog and order form)
 - Interest Awards CD-ROM -- 3 disks in searchable PDF format with software --
 - WERC Update CD-R 2000 and 2001 (see description in catalog) (highly recommended)
 - future CD-Rs: annual updates; new multi-disk set of searchable pre-July '89 decisions (late '01)

Using the Research Resources Available on the Internet

- Finding WERC Decisions and Grievance Awards On-Line (see separate outlines)
- Finding Wisconsin Interest Awards On-Line (see separate outline)
- Using the WERC Website
 - URL = <http://badger.state.wi.us/agencies/werc/index.htm>
 - Welcome and Contents page (see copy attached)
 - "Contents" links
 - "New" links; e-mail updates
 - (limited) searching of website
 - detailed contents list
 - decisions pre-mid-'89 (muni to '62, state/private to '71); linked lists, but no text search
 - interest awards 1971-date; linked lists, limited text search only of most awards 1999-on
 - ad hoc arbitrator list and bios
 - forms in PDF and RTF (not yet interactive)
 - WERC case processing manuals
 - WERC digests
 - selected presentation outlines including developments summaries
 - links to WisBar databases, Revisor's Statutes and Rules databases
- Using the WisBar databases of WERC decisions/gr awards July 89-present
 - URL = <http://www.wisbar.org/werc/index.html>
 - finding by indexes
 - finding by archive search
 - introductory notes about WisBar searching (see separate outline)
 - WisBar's Search Page (see copy attached)
 - WisBar's Search Help information (see copy attached)
- Sample WisBar searches (see separate outline)

Using the Research Resources Available on CD-ROM

- Using PDF databases on WERC and WASB CD-ROM products

- Getting Started Quickly with WERC CD searching (see separate outline)
- Sample WERC CD Searches (see separate outline)
- searching by title field content (employer, tribunal/arbitrator, date, number)
- searching hidden text on WERC Interest Arbitration CD-ROM Set
- searching normal text on annual WERC Update CD-Rs
 - digests search
 - decisions/awards search
 - website content search
- To order WERC CD publications contact Georgann Kramer (608) 266-9287
- For installation and use assistance, contact Marshall Gratz

Comparing WisBar and WERC CDs Searching

- Advantages and disadvantages of each (see separate outline)

Wisconsin Employment Relations Commission

P.O. BOX 7870

MADISON, WI 53707-7870

2001-2002 PUBLICATIONS RENEWAL NOTICE AND ORDER FORM

Since 7-1-99, decisions, grievance awards and interest awards have been offered in a combination of CD-ROM, internet and e-mail publications, as more fully detailed on the attached catalog. Catalog footnotes explain our pricing philosophy and limitations on user reproduction of WERC publications.

After reviewing the contents of the attached catalog, please check below the publications you wish to subscribe to and/or order and enclose a check, payable to the Wisconsin Employment Relations Commission, for the total plus any applicable sales tax. Please enter all information called for on the order form.

Publication (planned release date noted if not currently available)	Price
1989-98 Decisions/Grievance Awards Archive CD-ROM (released 1999)	[____ @ \$150.00] if own no full set [____ @ \$50.00] if own full set
Interest Awards Archive CD-ROM Multi-disk Set (released 1999)	[____ @ \$200.00]
2001-2002 monthly e-mail update subscription (12 month subscription begins with July 2001 documents) specify e-mail address: _____	[____ @ \$50.00] [WP 5.1 for DOS] [____ @ \$50.00] [Word 97 SR-1]
January 2001 Update CD-ROM (to be released early 2001)	[____ @ \$150.00] if own no full set [____ @ \$50.00] if own full set
>>>NEW>>> January 2002 Update CD-ROM (to be released early 2002)	[____ @ \$150.00] if own no full set [____ @ \$50.00] if own full set
>>>NEW>>> Pre-July 1989 Decisions Archive CD-ROM Multi-disk Set (to be released late 2001)	[____ @ \$200.00]
WERC-published digests of WERC and court decisions in paper form specify volume(s): _____	[____ @ \$5.00 per volume]
Administrative Rules booklet (updated February, 2000)	[____ @ \$7.00 per copy]
Statutes booklet	[____ @ \$7.00 per copy]
latest WERC biennial report in paper form	[____ @ \$5.00]

Elections Procedure Manual in paper form	[_____] @ \$5.00]
Digest and Report of Interest Arbitration Awards- in paper form -- specify fiscal year(s): _____	[_____] @ \$8.00]
individual decision, grievance award or interest award: - in paper form via US mail -- specify document(s): _____ - via fax -- specify document(s): _____ fax number: _____ - via e-mail -- specify document(s): _____ e-mail address: _____	postage plus: [_____] preprinted @ \$1.50] or [_____] pages @ \$0.10 per page] [_____] @ \$5.00 per document] [_____] @ \$2.00 per document]

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Completed order forms and questions concerning WERC publications orders should be directed to:

Georgann Kramer

Wisconsin Employment Relations Commission

PO Box 7870

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phone: 608-266-9287

fax: 608-266-6930

e-mail: georgann.kramer@werc.state.wi.us.

Wisconsin Employment Relations Commission

P.O. BOX 7870

MADISON, WI 53707-7870

2001-2002 PUBLICATIONS CATALOG

Since 7-1-99, WERC decisions, grievance awards and interest awards have been offered in a combination of CD-ROM, internet and e-mail publications, as more fully detailed in the text and table, below. **Please review this catalog and then use the attached order form to place your order.** WERC is now accepting orders for the following CD-ROM products:

- **WERC 1989-98 Decisions/Grievance Awards Archive CD-ROM** (released May, 1999) consisting of WERC and court decisions and grievance awards by WERC-employed arbitrators in the municipal, state and private sectors from July 1989 through December 1998, in Word 97, RTF and WP 5.1 for DOS formats, with case lists (hyperlinked in RTF and Word 97), but without search software. Priced at [\$150.00] if the customer has not previously purchased a full diskette set of decisions/grievance awards issued since July 1989. Priced at [\$50.00] if the customer has previously purchased a full diskette set of decisions/grievance awards issued since July 1989.
- **WERC Interest Award Archive CD-ROM Multi-Disk Set** (released 1999) consisting of municipal sector interest arbitration awards issued prior to 1999 (police-fire since 1971; general employee since 1978; including voluntary impasse procedure awards submitted to WERC; but not including consent awards). Produced in searchable indexed PDF image+hidden text format with case lists and Acrobat Search software. This CD-ROM set will also include a separately searchable index of WERC interest award summaries covering July 1986 through June, 1994. [\$200.00]
- **WERC January 2001 Update CD-ROM** (released April 2001) and consisting of three parts. First, calendar 2000 updates of the decisions, grievance awards and interests awards collections on all of the archive CD-ROMs above, in the various respective formats noted. Second, a set of WERC and court decisions and grievance awards by WERC-employed arbitrators in the municipal, state and private sectors from July 1989 through December 2000, in searchable indexed PDF normal format with included Acrobat Search software. Third, a set of all WERC-published decisions digests in the municipal, state and private sectors in searchable indexed PDF normal format. and fourth, a copy of WERC website pages as they appear in early 2001. Priced at [\$150.00] if the customer has not previously purchased a full diskette or CD-ROM set of decisions/grievance awards issued since July 1989. Priced at [\$50.00] if the customer has previously purchased a full diskette set or CD-ROM of decisions/grievance awards issued since July 1989.
- **>>>NEW>>> WERC January 2002 Update CD-ROM** (to be released early 2002) and consisting of three

parts. First, calendar 2000 updates of the decisions, grievance awards and interests awards collections on all of the archive CD-ROMs above, in the various respective formats noted. Second, a set of WERC and court decisions and grievance awards by WERC-employed arbitrators in the municipal, state and private sectors from July 1989 through December 2000, in searchable indexed PDF normal format with included Acrobat Search software. Third, a set of all WERC-published decisions digests in the municipal, state and private sectors in searchable indexed PDF normal format. and fourth, a copy of WERC website pages as they appear in early 2001. Priced at [\$150.00] if the customer has not previously purchased a full diskette or CD-ROM set of decisions/grievance awards issued since July 1989. Priced at [\$50.00] if the customer has previously purchased a full diskette set or CD-ROM of decisions/grievance awards issued since July 1989.

- >>>NEW>>> **WERC Pre-July 1989 Decisions Archive CD-ROM Multi-Disk Set** (to be released late 2001) consisting of WERC and court decisions in the municipal sector from 1962 through July 1989, and in the state and private sectors from 1971 through July of 1989. Produced in searchable indexed PDF image+hidden text format with case lists and Acrobat Search software. [\$200.00]

WERC plans to continue to post on a monthly basis its **decisions and grievance awards issued since 7-1-89 on the State Bar's WisBar** website where they are available in HTML and word processor formats and conveniently listed in various indexes and searchable on-line. WERC also plans to continue to post and list **interest awards (other than consent awards) on the WERC website** on a monthly basis, in either PDF normal or PDF image+hidden text format. In addition, as of July of 2001, **individual pre-July 1989 decisions (municipal back to 1962, state and private sector back to 1971)** and **individual interest awards (back to 1971)** will be listed, viewable and downloadable **from the WERC website**, but not multi-file searchable on-line.

In addition, WERC also offers a **subscription service consisting of monthly updates via e-mail, consisting of decisions, grievance awards and interest awards**. At the end of each month, the decisions and grievance awards issued and the interest awards received from interest arbitrators will be forwarded to subscribers via e-mail. Decisions and grievance awards will be available in Word 97 and WordPerfect 5.1 for DOS formats, and interest awards will be in either PDF normal or PDF image+hidden text format, but without the sort of Acrobat indexing necessary to permit them to be searched with Acrobat Search software. The 2001-02 annual subscription price for this monthly e-mail service is \$50.00.

The following table lays out forms in which various WERC documents and databases are available. References in the table to WisBar Internet are to the WERC databases on the State Bar of Wisconsin's WisBar website (<http://www.wisbar.org/werc/>). References to WERC Internet are to the WERC's website located at (<http://badger.state.wi.us/agencies/werc/index.htm>). Both the WERC website and the WERC databases on the WisBar website are accessible to all internet users free of special charges, administrative requirements and advertising.

Document(s)	Paper Availability	CD-ROM Availability	Internet Availability	E-mail Availability

<p>WERC and court decisions and grievance awards by WERC-employed arbitrators (municipal, state and private) issued prior to 7-1-89</p>	<p>Paper subscriptions are discontinued. Copies of individual documents are available via mail or fax *</p>	<p>>>>>NEW>>>> Included on the Pre-July 1989 Decisions Archive CD-ROM Multi-disk Set described above (to be released late 2001)</p>	<p>>>>>NEW>>>> Individual municipal decisions back to 1962 and private/state decisions back to 1971 listed, viewable and downloadable in large PDF image + hidden text files not multi-file searchable on-line.</p>	<p>>>>>NEW>>>> Copies of individual documents are available via e-mail.**</p>
<p>decisions and grievance awards 7-1-89 -- 12-31-98</p>	<p>Paper subscriptions are discontinued. Copies of individual documents are available via mail or fax *</p>	<p>Included on the 1989-98 Decisions/Grievance Awards Archive CD-ROM described above. Also to be included on the annual Update CD-ROMs described above.</p>	<p>WisBar Internet (searchable in HTML, downloadable in HTML and word processing formats)</p>	<p>>>>>NEW>>>> Copies of individual documents are available via e-mail.**</p>
<p>decisions and grievance awards 1-1-99 and after</p>	<p>Paper subscriptions are discontinued. Copies of individual documents are available via mail or fax *</p>	<p>Included on the annual WERC Update CD-ROMs described above.</p>	<p>WisBar Internet (posted at least monthly) (searchable in HTML, downloadable in HTML and word processing formats)</p>	<p>Monthly E-Mail Updates Subscription described above. >>>>NEW>>>> Copies of individual documents are available via e-mail.**</p>
<p>municipal sector interest arbitration awards prior to 1-1-99 (police-fire since 1971; general employe since 1978; including voluntary impasse procedure awards)</p>	<p>Paper subscriptions are discontinued. Copies of individual documents are available via mail or fax *</p>	<p>Included on the WERC Interest Award Archive CD-ROM Multi-disk Set described above.</p>	<p>>>>>NEW>>>> Individual non-consent awards listed, viewable, downloadable in large PDF image + hidden text files not multi-file searchable on-line</p>	<p>>>>>NEW>>>> Copies of individual documents are available via e-mail.**</p>

interest arbitration awards (police-fire and non-police-fire) 1-1-99 and after	Paper subscriptions are discontinued. Copies of individual documents are available via mail or fax *	Included on the annual WERC Update CD-ROMs described above.	WERC Internet (viewable, downloadable in a PDF format, with case list) (consent awards not included)	Monthly E-Mail Updates Subscription described above. >>> NEW >>> Copies of individual documents are available via e-mail. **
WERC-published digests of WERC and court decisions: <u>A. MUNICIPAL</u> Volume I (2/2/62 -- 11/10/71) Volume II - (11/11/71 -- 12/31/74)*** <u>B. PRIVATE</u> Volume I (5/12/39 --12/31/65) Volume II - (1/1/66 -- 12/31/68) Volume III (1/1/69 -- 12/21/72) Volume IV (1/1/73 -- 12/31/73) Volume V (1/1/74 -- 12/31/76) Volume VI (1/1/77 -- 12/31/81) Volume VII Revised - (1/1/82 -- 12/31/88) <u>C. STATE</u> Consolidated Volume (1/1/67 -- 12/31/75)***	[\$5.00] per volume	Included on annual WERC Update CD-ROMs described above.	WERC Internet (currently viewable in HTML, downloadable in HTML or RTF; in late 1999 to be viewable and downloadable in PDF normal format, as well.)	none
administrative rules of the WERC (booklet)	[\$7.00]	none	WERC Internet (viewable and downloadable in PDF format)	none

collective bargaining statutes administered by the WERC (booklet)	[\$7.00]	none****	WERC Internet (viewable and downloadable in PDF format)	none
latest WERC biennial report	[\$5.00]	none	WERC Internet (case statistics only, in HTML format)	none
elections procedure manual	[\$5.00]	none	WERC Internet (viewable in HTML; downloadable in HTML and RTF)	none
digest and report of interest arbitration awards covering:		Award summaries only to be included on the Interest Awards Archive CD-ROM Multi-disk Set, described above.	WERC Internet (award summaries only; viewable in HTML; downloadable in HTML and RTF)	none
7/86 -- 6/87	[\$8.00]			
7/87 -- 6/88	[\$8.00]			
7/88 -- 6/89	[\$8.00]			
7/89 -- 6/90	[\$8.00]			
7/90 -- 6/91	[\$8.00]			
7/91 -- 6/92	[\$8.00]			
7/92 -- 7/93	[\$8.00]			
7/93 -- 6/94	[\$8.00]			

Note regarding pricing and user reproduction of WERC publications: WERC produces publications to enhance the understanding of the statutes it administers by persons covered by those laws and by taxpayers, students and the public at large. Accordingly, publications are priced both to maximize the distribution of the information in usable forms and to recoup at least a reasonable portion of the publishing costs. Purchasers of WERC publications are free to reproduce them (electronically or otherwise) for multiple use within the purchasing organization. WERC expects only that purchasers' reproductions of its publications will not be either systematically distributed to persons outside the purchasing organization or offered for sale.

Note regarding PDF searchability: Except where PDF normal format is specified, the PDF files referred to in this catalog are scanned and optical character recognized by machine only. Accordingly, while the images are entirely consistent with the scanned original, the file sizes are substantially larger than text-only files and the searchable hidden text may contain uncorrected recognition errors that can reduce search reliability.

*Prices for paper copies of individual decisions/awards are as follows:

- If pre-printed: 1.50 per document, plus tax and postage (more for extremely long documents)
- If photocopied: \$.10 per page, plus tax and postage

-If faxed: add \$5.00 per document, plus tax.

** Prices for e-mailed copies of individual decisions/awards are as follows:

-\$2.00 per document regardless of length, plus tax.

***Municipal and State sector decisions digests covering periods subsequent to those covered by WERC-published digests are available in paper and CD-ROM forms from the Wisconsin Association of School Boards in Madison.

**** Wisconsin Statutes are available in paper, CD-ROM and internet forms from the State of Wisconsin Revisor of Statutes in Madison.

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[\[State of Wisconsin Home\]](#)

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Wisconsin Employment Relations Commission

Tips for Finding WERC and Related Court Decisions On-Line

To find a particular decision issued in or after July of 1989, either use the general WisBar search engine by entering search criteria that would appear in the decision or award document, or use the WisBar indexes in which decisions and awards are respectively separated by year of issuance into lists in order of date of issuance, tribunal or arbitrator, employer or respondent involved, and decision number/award type number involved. To find a particular decision issued **before July of 1989**, open the linked list(s) of pre-July, 1989 decisions available on the WERC website, and use your browser's Find command to search for the decision number or employer involved.

To find decisions issued by a particular examiner or tribunal in or after July of 1989, either use the general WisBar search engine by entering the last name (or preferably the full name of the arbitrator as it typically appears at the end of decisions/awards) and any other desired search criteria, or use the WisBar arbitrator/tribunal indexes year by year to find and view the documents. To find decisions issued by a particular examiner or tribunal **before July of 1989**, open the linked list(s) of pre-July, 1989 decisions available on the WERC website, and use your browser's Find command to search for the examiner name or tribunal involved.

To find recently issued decisions or awards use the WisBar date indexes in the current calendar year, which will list the documents beginning with the most recently issued documents available in the WisBar databases.

To find subsequent WERC decisions directly involving an earlier case for which you have the decision number or employer/respondent name, use the Wisbar decision number or employer/respondent indexes year by year (and/or the linked list of pre-July, 1989 decisions on the WERC website) to find any such documents.

To find subsequent WERC decisions citing an earlier case, use the general WisBar search engine by entering the decision number as a search criterion.

To optimize use of WisBar features, the State Bar specifies that "Wisbar is Best Experienced with Netscape or Microsoft Internet Explorer" browser software of at least a specified version number. The current specification and a link by which the user can download that browser appear near the bottom of the [WisBar home page](#). Some features on the WisBar site may work best (or only) with the specified versions of those browsers.

For more information on using the WisBar search engine, [[click here](#)].



Wisconsin Employment Relations Commission

Tips for Finding WERC Grievance Awards On-Line

To find a particular grievance award issued in or after July of 1989, either use the general WisBar search engine by entering search criteria that would appear in the decision or award document, or use the WisBar indexes in which decisions and awards are respectively separated by year of issuance into lists in order of date of issuance, tribunal or arbitrator, employer or respondent involved, and decision number/award type number involved.

To find grievance awards issued by a particular arbitrator, either use the general WisBar search engine by entering the last name (or preferably the full name of the arbitrator as it typically appears at the end of awards) and any other desired search criteria, or use the WisBar arbitrator indexes year by year to find and view the documents.

To find recently issued grievance awards use the WisBar date indexes in the current calendar year, which will list the documents beginning with the most recently issued documents available in the WisBar databases.

To find subsequent WERC grievance awards citing an earlier case, use the general WisBar search engine by entering the decision number as a search criterion..

To optimize use of WisBar features, the State Bar specifies that "Wisbar is Best Experienced with Netscape" browser software of at least a specified version number. The current specification and a link by which the user can download that browser appear near the bottom of the [WisBar home page](#). Some features on the WisBar site may work best (or only) with the specified versions of that browser.

For more information on using the WisBar search engine, [[click here](#)].

[[services and personnel](#)] [[statutes, rules and ethics codes](#)] [[case processing forms and guides](#)] [[case databases and digests](#)] [[news and publications](#)] [[links to other resources](#)] [[about this site](#)]

[[WERC Home](#)]

[[State of Wisconsin Home](#)]

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[Comments, questions and suggestions.](#)



Wisconsin Employment Relations Commission

Tips for Finding Wisconsin Interest Awards On-Line

Interest Award Information Available On Line. The full text of all non-consent public sector interest awards issued in Wisconsin under WERC procedures is accessible in [PDF format](#) on this site. Interest awards issued before 1999 are accessible from three linked lists in PDF format, and interest awards issued from 1999 on are accessible from a linked list in HTML format. The linked list and each individual award can be browsed and individually searched on line, but only the awards issued from 1999 on and certain summaries of earlier awards are multi-file searchable on-line. (A fully-searchable and annually updated set of the interest awards on this site is available for purchase in CD-ROM form from WERC. [\[order form\]](#) User-installed search software is included on each CD-ROM product.)

Specific techniques for identifying and accessing interest awards and related information available on the Internet follows.

To multi-file search linked lists of interest awards and interest awards issued from 1999 on with the State of Wisconsin web search engine, [\[click here\]](#). For tips on using that search engine, click "help" at that location. For tips on using PDF files [\[click here\]](#).

To identify and view/print/save the most recent interest awards either [browse or search the linked interest award list\(s\)](#) and click on the filename highlight to view/print/save to disk the full text PDF file of your choice. For tips on using PDF files, [\[click here\]](#).

To identify interest awards involving a particular arbitrator or employer consult either the [interest award lists](#) or the [interest award summaries](#). Use your browser's Edit-Find function to search the file you have selected by entering the arbitrator's or employer's name. Repeat use of the Edit-Find function, noting the award or awards, if any, that match your search criterion.

To identify interest awards involving a particular issue, consult the various [interest award summaries](#) files, searching for the issue with your browser's Edit-Find function. Repeat use of the Edit-Find function, noting the award or awards, if any, that match your search criterion. (Summaries are currently available only for awards issued between July of 1989 and June of 1994.)

To view a summary of a particular interest award issued between July of 1989 and June of 1994, go to the [interest award summaries](#) file for the fiscal year (July-June) in which the award was issued, and use your browser's Edit-Find function to locate the particular summary by date of issuance, employer name, or arbitrator name, etc.



Wisconsin Employment Relations Commission

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New: [\[decisions thru October 2001\]](#) [\[grievance awards thru October 2001\]](#) [\[interest awards thru October 2001\]](#) [\[additional interest awards and decisions available on-line\]](#) [\[expanded publications catalog and order form\]](#) [\[T. Yaeger retiring\]](#) [\[developments summarized 02-16-01\]](#) [\[revised QEO rules and forms\]](#) [\[WisBar search engine change\]](#) [\[L. Crowley retiring\]](#) [\[updated contact list\]](#)

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Hello and welcome to the WERC website! Our agency serves the citizens of Wisconsin by promoting peaceful and effective employment relations in the municipal, state and private sectors. WERC is a small, independent agency headquartered in Madison, with several professional staff members stationed in other communities around the State. WERC Commissioners and staff travel the State conducting hearings and issuing decisions in administrative law and contract grievance disputes; mediating contract negotiation and grievance disputes; conducting secret-ballot employee votes; and providing labor management cooperation training and facilitation. The agency also provides labor and management with lists of qualified ad hoc neutrals not employed by WERC, for a variety of statutory and contractual dispute resolution procedures.

This website is intended to provide information about, and easy access to the WERC and its personnel and services. Links to the major site content categories appear at the top and bottom of this page and the bottom of most other pages, and a more detailed contents list appears below. [Downloadable documents](#) are either self-extracting executable compressed files in the Rich Text Format (RTF) or Adobe Portable Document Format (PDF) files. **Linked lists to viewable, printable and downloadable PDF [interest arbitration awards since 1971](#), and [decisions issued before July, 1989](#) (municipal back to 1962 and state and private sector back to 1971) are now available on this site. [More recent decisions and grievance awards](#) are variously listed and full text searchable on the State Bar of Wisconsin's WisBar website.** We hope you find our site useful, and we invite your [comments, questions and suggestions](#) about it.

Services and Personnel

description of agency (State of Wisconsin Bluebook)

[\[view it\]](#)

agency mission and goals (WERC Strategic Business Plan)

[\[view it\]](#)

organizational chart of personnel {revised 04-23-01}

[\[view it\]](#)

contacting WERC personnel

- phone, fax, e-mail and postal addresses **{revised 04-11-01}**

[\[view it\]](#)

<ul style="list-style-type: none"> primary contact person(s) for specific types of information and services {revised 06-09-00} 	[view it]
dispute resolution services	[view it]
labor-management cooperation services	[view it]
customer satisfaction survey results (requires Adobe Acrobat Reader) {new 11-9-99}	[view it]
frequently asked questions about services	
<ul style="list-style-type: none"> case filing fees and policies 	[view it]
<ul style="list-style-type: none"> filing by fax or e-mail 	[view it]
<ul style="list-style-type: none"> case assignment process 	[view it]
<ul style="list-style-type: none"> case numbering system 	[view it]
<ul style="list-style-type: none"> citations in WERC cases 	[view it]
<ul style="list-style-type: none"> open records policy 	[view it]
<ul style="list-style-type: none"> open meetings policy 	[view it]
<ul style="list-style-type: none"> time targets and quality assurance 	[view it]
<ul style="list-style-type: none"> inquiring about case status 	[view it]
<ul style="list-style-type: none"> contact information for ordering publications including individual decisions or awards 	[view it]
Statutes, Rules and Ethics Code	
statutes (WEPA begins at Sec. 111.01; MERA at Sec. 111.70; and SELRA at Sec. 111.80.)	
<ul style="list-style-type: none"> link to Chapter 111, Wis. Stats. (Revisor of Statutes' unofficial version) (requires Adobe Acrobat Reader) 	[view it -- 219 kb] [download info]
<ul style="list-style-type: none"> search Revisor of Statutes Bureau Folio Infobase 	[view it]
<ul style="list-style-type: none"> Revisor of Statutes Bureau list of Adobe Acrobat Chapter files (requires Adobe Acrobat Reader) 	[view it]
administrative rules (ERC Chs. 1-4 re WEPA; ERC Chs. 10-18 re MERA; ERC 20-25 re SELRA; ERC 30-33 re MERA interest arbitration)	
<ul style="list-style-type: none"> Revisor of Statutes' Introduction to Administrative Code on-line (for recent updates see items below) 	[view it]
<ul style="list-style-type: none"> link to ERC Chapters 1-33, Wis. Adm. Code (Revisor of Statutes unofficial on-line version; for recent updates see items below) {revised 2-25-00} 	[view it] [download info]
<ul style="list-style-type: none"> QEO Rules and Forms changes ordered January 12, 2001 {new 01-21-01} 	[more detail]

<ul style="list-style-type: none"> ● QEO Rules and Forms changes regarding 1999-2001 bargains, effective since June, 1999. {new 12-21-99} 	[more detail]
<ul style="list-style-type: none"> ● Rules changes increasing complaint filing fee to \$40 effective on or about 12-1-99. {new 10-15-99} 	[more detail]
arbitrator code of ethics (NAA, FMCS, AAA)	[view it -- 51 kb] [download info]
statutes and rules booklet order form -- {revised 05-24-99}	[view it] [download info]
<h2>Case Processing Forms and Guides</h2>	[more detail about forms]
complaint cases	
<ul style="list-style-type: none"> ● complaint form -- {revised 04-09-00} 	[view it]
<ul style="list-style-type: none"> ● complaint form instruction sheet 	[view it]
<ul style="list-style-type: none"> ● complaint process information booklet 	[view it -- 45 kb] [download info]
<ul style="list-style-type: none"> ● hearing examiner manual for complaint cases 	[view it -- 66 kb] [download info]
representation cases	
<ul style="list-style-type: none"> ● representation case forms 	[more detail]
<ul style="list-style-type: none"> ● hearing examiner representation case manual (3 volumes) 	[view it -- 56/71/102 kb+] [download info]
<ul style="list-style-type: none"> ● election conduct manual 	[view it -- 39 kb] [download info]
union security referendum cases	
<ul style="list-style-type: none"> ● union security case forms 	[more detail]
labor-management cooperation cases	[view it]
<ul style="list-style-type: none"> ● basic LMC concepts 	[view it]
<ul style="list-style-type: none"> ● sample LMC program agenda 	[view it]
<ul style="list-style-type: none"> ● fees for LMC services 	[view it]
mediation-type cases	
<ul style="list-style-type: none"> ● contract bargaining forms (including QEO and commencement of bargaining notice forms) 	[more detail]
<ul style="list-style-type: none"> ● mediation case forms (including contract and grievance mediation) 	[more detail]
<ul style="list-style-type: none"> ● interest arbitration case forms (INT/ARB and MIA) 	[more detail]
<ul style="list-style-type: none"> ● fact-finding case forms 	[more detail]
grievance arbitration cases	
<ul style="list-style-type: none"> ● request form for services of a WERC-employed grievance arbitrator {revised 12-02-99} 	[view it]

● transcript policy in grievance arbitration cases	[view it]
● staff grievance arbitrator case manual	[view it -- 58 kb] [download info]
WERC roster of ad hoc arbitrators/fact finders	
● request form for a panel of grievance arbitrators not employed by WERC {new 12-02-99}	[view it]
● roster members' biographical and fee information {revised 10-17-01}	[more detail]
● ad hoc case fee and expense report form	[view it]
● roster policies, procedures and application information	[view it]
Case Databases and Digests	
decisions by WERC and its examiners	
● introduction and link to WisBar lists and searchable database of WERC decisions July 1989 and after	[view it]
● lists linked to pre-July, 1989 WERC and related Court decisions (lists and decisions require Adobe Acrobat Reader) {revised 7-27-01}	[view it]
digests of WERC decisions	
● combined WEPA digest 1939-1988	[view it -- 749 kb] [download info]
● introduction to municipal sector digests	[view it]
● pre-MERA municipal sector digest 1962-71	[view it -- 251 kb] [download info]
● MERA digest 1971-74	[view it -- 298 kb] [download info]
● MERA digests since 1975-published by Wisconsin Association of School Boards (WASB)	contact WASB
● pre-SELRA and SELRA state sector digest 1967-75	[view it -- 129 kb] [download info]
● SELRA digests since 1975 published by WASB	contact WASB
grievance awards by WERC-employed arbitrators	
● introduction and link to WisBar lists and database of grievance awards by WERC-employed arbitrators July, 1989 and after	[view it]
interest awards by ad hoc decision-makers appointed by WERC	
● list and links to searchable police-fire (MIA) and general employe (INT) interest awards 1999 and after (award files require Adobe Acrobat Reader) {revised 2-27-00}	[view it] [search awards issued 1999 on]

<ul style="list-style-type: none"> ● lists linked to PDF police-fire (MIA) awards 1971-98 and general employe (INT) awards 1978-1998 (lists and decisions require Adobe Acrobat Reader) {NEW 6-23-01} 	[linked PDF lists] [unlinked HTML lists]
<ul style="list-style-type: none"> ● summaries of interest awards July, 1989-June, 1994 published by WERC 	[more detail] [download info]
<ul style="list-style-type: none"> ● interest award digests published by Wisconsin Association of School Boards (WASB) 	contact WASB
News and Publications	
agency news archive {revised 06-23-01}	[view it]
presentation outlines {revised 02-16-01}	[more detail]
portions of 1995-97 biennial report	[view it]
portions of 1997-99 biennial report {new 06-01-00}	[view it]
publications list and order form {revised 05-20-00}	[view it] [download info]
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<ul style="list-style-type: none"> ● finding what's new on the WERC website {revised 02-16-01} 	[view it]
<ul style="list-style-type: none"> ● finding decisions on-line {revised 06-23-01} 	[view it]
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<ul style="list-style-type: none"> ● finding interest awards or related information on-line {revised 06-23-01} 	[view it]

● using the State of Wisconsin website search engine {revised 06-13-01}	[view it]
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Introductory Notes about WisBar Searches:

- indexes relate to decisions or grievance awards issued in a particular calendar year
 - searches of decisions archive or awards archive search all available years files at once, not just those of a particular year.
 - archives include only files dating back to mid-1989.
 - searches are not case sensitive, and there is no support for use of wildcards in the search criteria
 - search results are listed in groups of 10
 - "extra lines" feature showing hit in line context without opening document only works with simple searches
 - search results listed include both index lists and decision/award files that match the search criteria
 - "last updated" is the date the file was processed for WisBar inclusion, not the date of issuance; most decisions issued before 1999 have a date modified in 1998 when those files were initially processed by WisBar regardless of how many years earlier the decision was issued.
-

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WisBAR

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Try the advanced features on our search engine!

You may search all of WisBar or limit your search to court decisions, ethics opinions, and so on. Depending on the documents complexity, the advanced search process may take more time than the simple search.

Choose the selection from the drop-down menus below. Click [search tips/help](#) or you can return back to the [simple search](#).

Search for:

To locate other legal resources on the Internet, go to the [Resources area](#) or use the links to the following legal research engines:

- [Findlaw's U.S. Supreme Court Search Engine](#)
- [LawCrawler](#)
- [Findlaw](#)

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WisBar

SEARCH ENGINE

Search Help

This page will help you search WisBar easily and understand the capabilities of the search engines.

There are two search engines, simple and advanced search. [Simple search](#) needs only a search word or phrase into the "**Search for:**" field (1). As you click on the **Search** button (2), you will see a list of pages where your search words matched the most. For example, if you are looking for information about the Board of Governors, you could type "Board of Governors" and click the **Search** button. The search engine will scan the overall WisBar website.



Simple search

If you type in more than one word and put them between quotes, the search engine will not "break up" the phrase entered into separate words. It will only display pages that contain exactly the words you entered *in the order you entered them*. For example, if you entered "Board Governors", the search engine will only display pages that contain the exact phrase "Board Governors".

The [advanced search](#) allows you to customize some of the default search settings, so you can narrow your search results specifically for your needs. For this you can make your selections from the dropdown menus around the search text input field (1).

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Advanced Search

Try the advanced features our search engine!

You may search all of WisBar or limit your search to court decisions, ethics opinions, and so on. Depending on the documents complexity, the search process may take more time than the regular search does.

Choose the selection from the drop-down menus below. Click here for [search tips/help](#) or you can return back to the [generic search](#).

The screenshot shows the Advanced Search form with the following elements labeled with red circles and numbers:

- 1**: The search input field.
- 2**: The 'Sort by Rank' dropdown menu.
- 3**: The 'All WisBar material' dropdown menu.
- 4**: The 'Descending' dropdown menu.
- 5**: The 'Search' button.
- 6**: The dropdown menu for the number of extra lines to display.

To locate other legal resources on the Internet, go to the [Resources area](#) or use the links to the following legal research.

Advanced search

The first dropdown menu (2) let us order the **results list by rank** (most exact match), **date** (date of the last update), and **title** (title of the document, the first line what is displayed after the serial number).

At the second dropdown menu (3) from the bottom-left you can pick a **specific area of the website** (e.g. limiting your search to items to Wisconsin Lawyer Magazine). You can also determine if the results list would be **descending** or **ascending** (4) (e.g. if the list is set up for descending and the order is set up for title, the first document's title might start with a 'Z' or 'Y' and the last on the list will start with an 'A' or a number). The last dropdown menu (5) is located near by the Search button (6) and has numbers in it. This menu determines the **maximum possible number of 'extra lines'** to be displayed under the document's summary information. The search engine searches for those specific sentences where your search words are located and display a part of them with the search words highlighted (e.g. if you put 5 in the dropdown menu, you will get a maximum of 5 extra lines under the summary with your search words highlighted. If the document has 2 words, then only 2 lines, if the document has 8 instances of those words, then only 5 lines will be displayed).

One click on these words takes you to that word or phrase in that specific document directly. The words will be red in the document so it is more easy to recognize in the text. The search text should exactly match with the text in the document, otherwise you will not get any lines back.

NOTE: This 'extra lines' function will work with the WERC Decisions and Grievance, Supreme court and Court of Appeals decisions only, right now.

Search rules

- Queries are not case sensitive (e.g. Robert is handled the same way as ROBERT, or robert, or ROBERt by the search engine)
- You can search for any word except for words on the exception list. To view the exception list for American English, see [exception-words list](#).

- To use special characters in a query, (such as &, |, ^, #, @, and \$), enclose your query in quotation marks.
- **Date and time** values are of the form *yyyy/mm/dd* and *hh:mm:ss* or *yyyy-mm-dd* and *hh:mm:ss*. The first two characters of the year and the entire time can be omitted. If you omit the first two characters of the year, the date is interpreted as being between 1930 and 2029. All dates and times are in Coordinated Universal Time. *Example: 1997/12/8 13:10:03:452.*
- You can use the Boolean operators **and**, **or**, **not** and **parentheses**. *Example: law and attorneys.*
Use quotation marks around the query phrase if it contains a word that is a Boolean operator. For example, "legal **and** rights" will be evaluated as a phrase, not as a Boolean expression (e.g. this feature will not work with the advanced search's 'extra lines' feature because it is handled differently. So the search words should exactly match with the text in the document).

Exception words list

These words are excluded from the search:

about	can	how	of	the	were
after	come	if	on	their	what
all	could	in	only	them	when
also	did	into	or	then	where
an	do	is	other	there	which
and	does	it	our	these	while
another	each	its	out	they	who
any	else	just	over	this	will
are	for	like	re	those	with
as	from	make	said	through	would
at	get	many	same	to	you
be	got	me	see	too	your
because	has	might	since	under	a b c d e
been	had	more	should	up	f g h i j
before	he	most	so	use	k l m n o
being	have	much	some	very	p q r s t

between	her	must	still	want	u v w x y
both	here	my	such	was	z \$
but	him	never	take	way	1 2 3 4 5
by	himself	no	than	we	6 7 8 9 0
came	his	now	that	well	*

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Sample WisBar Searches

(note: the samples below relate to the WERC decisions archive on WisBar, but the same kinds of techniques could be used on the WERC grievance awards archive on WisBar.)

WisBar search problem 1: find some decisions relating to seniority

method: find all decisions that include the text "senior" (such as "seniority" or "Seniority" or "senior") and display up to the first 10 lines containing that criterion

settings: enter "senior" as the search criterion without the quotation marks; enter 10 as the maximum number of "extra lines"; select "Sort by Rank" to find documents with the most hits; select "WERC Decisions" as the database to be searched; and select "descending" as order in which the hits should be listed, i.e., the document with the most hits would be listed first.

WisBar search problem 2: find complaint decisions involving a VTAE district that relate to seniority

method: find all decisions that contain the term "seniority" and that contain the sort of text that is likely to be found only in complaint cases involving VTAE districts.

settings: use same settings as above except change search criteria to the following:

seniority and ("technical district, complainant" or "technical district, respondent" or "college, complainant" or "college, respondent")

WisBar search problem 3: find all cases issued by Examiner Shaw involving seniority.

method: search for cases that contain "seniority" and that also include text likely to appear only in complaint cases issued by Examiner Shaw

settings: use settings above except change to "Sort by Date" and change search criteria to the following:

seniority and "shaw, examiner"

QUICK START INSTRUCTIONS FOR
WERC CD-R PRODUCTS
(November, 2001)

AVAILABLE RESOURCES -- The following four CD products each contains help files by WERC and Adobe, as well as the following databases in PDF format which are searchable using the Acrobat Reader+Search program:

On Interest Awards Archive 1971-98 Disk A:

Interest Awards police-fire 1971-98

Interest Awards summaries July 1989-June 1994

On Interest Awards Archive 1971-98 Disk B:

Interest Awards general employees earlier in 1978-98

On Interest Awards Archive 1971-98 Disk C:

Interest Awards general employees later in 1978-98

On WERC Update 2001 CD-R:

WERC Decisions 1999; WERC Decisions 2000

WERC Decisions July 1989-December 1998

WERC Grievance Awards 1999; WERC Grievance Awards 2000

WERC Grievance Awards July 1989-December 1998

Digest WERC Private 1939-88

Digest WERC Municipal 1962-75

Digest WERC State 1967-75

Interest Awards January 1999 - December 2000

Website Pages March 2001

Additional PDF databases searchable with Adobe Acrobat Reader+Search are available for purchase from the Wisconsin Association of School Boards (WASB) on a product entitled **Wisconsin Public Employment Decisions Digest on CD-ROM Compiled Edition - 1999**. Its databases consist of WASB digests of WERC and related court decisions issued in municipal and state sector cases from 1976-1998.

REQUIRED STEPS -- Full instructions for installation and use of the WERC CD products are provided in a README file located in the Install directory of each CD. However, at a minimum, to multi-file search any of the PDF databases described above, you must do the following:

First, **make sure Adobe Acrobat Reader+Search program is installed on your computer**. Instructions for installing that program are provided in the WERC User Instructions

provided in plain text, Word and PDF formats in the START folders of the various WERC CD products. The more common Acrobat Reader program will not enable multi-file searching. (The WASB CD-ROM described above includes an automatic installation routine that is initiated when the disk is inserted into your CD-ROM drive.)

Second, **start the Acrobat Reader+Search program** if it is not running already. This can be done either by double-left clicking the program's icon on your desktop or WERC User Applications window, or by choosing Start-->Programs-->Adobe Acrobat-->Acrobat Reader 4.0.

Third, **PDF database indexes must be installed on your computer.** Insert the CD-ROM disk containing the index(es) to be installed into your CD-ROM drive or copy the database and related index files to an available location on your workstation hard drive. Then, choose Edit-->Search-->Add Index, navigate to and double left click on the "index.pdx" file for the database you want to install. Repeat for all available indexes. The various indexes are located on various folders (or directories) on the the respective CD-ROM disks noted above. When finished, press OK. Indexes need to be installed only once. They will remain installed for purposes of future search sessions even though you exit from Reader+Search between sessions, and even if you remove the CD-ROM containing them from your CD-ROM drive.

Fourth, **the PDF database and index files to be searched must be put on the active drive** from which their index was installed. This will involve inserting the CD-ROM containing them into your CD-ROM drive if they were not copied to available space on your hard drive.

And fifth, **open the search window and perform a search.** The search process is described in greater detail in the various help documents noted below. Reduced to its basics, it involves displaying the Select Indexes dialog box [Edit-->Search-->Indexes], checking or unchecking indexes so the search is limited to those desired and available, and clicking OK; selecting the desired search options among those offered in the lower portion of the search window; entering search criteria in the white box under Find Results Containing Text" (using * or ? wildcards, and Boolean operators -- such as "and", "or" and "and not" -- with or without parentheses). Search criteria can also be entered in the white area to the right of "Title" which will search the data contained in each document's Title field which can be viewed for an open file by choosing File-->Document Info-->General. Once desired options and criteria have been entered, click on the word Search to perform the search.

ADDITIONAL RECOMMENDED STEPS -- The following additional steps are recommended to facilitate and enhance your searching experience:

General Preferences should be set to optimize program performance. To view the General Preferences set-up screen, [File-->Preferences-->General]. Make sure the Default Page Layout specifies "Single Page" and that the Default Zoom specifies "Fit in window." If you have made changes, choose OK to save them.

Search Preferences should be set to optimize program performance. To view the Search Preferences set-up screen [File-->Preferences-->Search]. Make sure the following fields

are checked: "Show Fields", "Show Options", and "Hide on Search"; and make sure that the "Show Top" preference is increased to the program maximum of 1000. If you made changes, choose OK to save them.

The Search Results window should be resized to optimize program performance.

[Edit-->Search-->Results] to open the Search Results window. Then drag both sides to stretch it to its maximum width, drag the top down to minimize its height, drag and drop the window so it appears at the bottom of screen, and then close the window saving its size and position.

Indexes should be selected to limit searches to those desired. Open the Select Indexes window [File-->Search-->Indexes] and then click boxes so that only the index(es) you want included in your next search is/are checked, then click OK. Subsequent searches will include only the indexes that are checked and not grayed out due to unavailability.

SOURCES OF ADDITIONAL USER TIPS AND HELP

Searching tips and other help is available on the Readme files that have been produced for use with WERC CD-ROMs. Those readme files are located in the START or Help directory on each CD-ROM disk..

Additional detailed help is available in Adobe's On-Line Guide. You can view that guide by choosing Help-->Reader On-line Guide, and clicking on the desired chapter in the table of contents, or on the index link at the end of the table of contents.

For further assistance, contact Marshall Gratz of WERC at (414) 963-4695 or e-mail him at marshall.gratz@werc.state.wi.us.

rev: 11-08-01

Sample WERC CD Searches

Pre-Search Set-Up: unless the followings steps are taken, only individual files on the CD will be accessible:

- (1) put WERC Update 2001 CD disk or one of the WERC Interest Awards Archive Set disks into computer's CD-ROM disk's contents have not been copied to an active hard drive accessible to your PC;
- (2) install Adobe Reader+Search software from CD if it is not already installed (Adobe Reader is not sufficient);
- (3) start Reader+Search program;
- (4) set preferences as recommended in README file in Start directory of CD;
- (5) install all available indexes as directed in README file, if they have not already been installed;
- (6) select desired indexes to be searched;
- (7) enter search criteria in "Find Results Containing Text" or "Title" box or both.

CD search problem 1: find all WERC decisions and grievance awards since mid-1989, and all interest awards issued during periods for which such awards are currently accessible on my system, which involved a VTAE district

method: find all cases whose "super-citation" includes either "Technical College", "Vocational, Technical", or "VTAE".

settings: leave preferences and settings as prescribed in README file; in "Title" field box, enter search criteria as follows (including the quotation marks): "Technical College" or "Vocational, Technical" or VTAE. Scroll Search results window and double click on document to view.

CD search problem 2: find all WERC decisions and grievance awards since mid-1989, and all interest awards issued during periods for which such awards are currently accessible on my system, which involved a VTAE district and a WFT affiliate

method: select appropriate indexes; combine "title" field search limiting results to VTAE districts with search of full "text" limiting results to those involving "WFT" or "AFT" or "Federation".

settings: leave preferences and settings as prescribed in README file except check "Match Case" option; select indexes so that all decisions, all grievance awards and all interest awards indexes are checked and no others; in "Title" field box enter search criteria as follows (including the quotation marks): "Technical College" or "Vocational, Technical" or VTAE; in "Find Results Containing Text" box, enter "WFT or AFT or FEDERATION" (without the quotation marks). Scroll Search results window and double click on document to view.

CD search problem 3: find interest awards issued involving a VTAE district in which seniority was an issue

method: select appropriate indexes; enter "title" criteria to limit search to VTAE district cases; enter "text" criteria to limit results to cases containing words similar to "seniority"

settings: leave preferences and settings as prescribed in README file; select indexes so that all available interest awards indexes are checked and no others; in "Title" field box enter search criteria as follows (including the quotation marks): "Technical College" or "Vocational, Technical" or VTAE; in "Find Results Containing Text" box, enter "senior*" (without the quotation marks). Scroll Search results window and double click on document to view. Use next hit button to move hit to hit.

CD search problem 4: find all grievance awards issued by Dan Nielsen involving seniority since 1995.

method: limit search to grievance awards archives; find all cases including "seniority" or similar words; limit results to awards issued since 1995.

settings: leave preferences and settings as prescribed in README file; select indexes so that all grievance awards indexes are checked and no others; in "Title" field box enter search criteria as follows (without the quotation marks): "Nielsen and (96 or 97 or 98 or 99 or 00)"; in "Find Results Containing Text" box, "senior*" Scroll Search results window and double click on document to view. Use next hit button to move hit to hit.

CD search problem 5: find WERC decisions regardless of date regarding mandatory-permissive nature of proposals regarding class size

method: select indexes consisting of all available municipal digests (preferably including WASB digest on CD if you have it) and all decisions archives; search full text for decisions including "class" and "size" in reasonably close proximity to one another

settings: leave preferences and settings as prescribed in README file, but check the "proximity" option box; select indexes so that all available grievance awards and municipal digest indexes are checked and no others; in "Find Results Containing Text" box enter search criteria as follows (without the quotation marks): "Rclass and size"; leave "Title" box blank. Scroll Search results window and double click on document to view. Use next hit button to move hit to hit. (Note, to quickly limit solely to digests, enter "not Dec" in title field; to limit solely to decisions, enter "Dec" (without quotation marks) in title field).

CD search problem 6: search March 2000 snapshot of WERC website for information on WERC filing fee policies

method: select WERC website as sole index selected; search full text for "filing fee*"

settings: leave preferences and settings as prescribed in README file; select indexes so that the WERC Website Content index is checked and no others; in "Find Results Containing Text" box enter search criteria as follows (without the quotation marks):

"filing fee*" Click on first of two files listed in Search Results window. Use next hit button to move hit to hit or use links within website content file itself to navigate within the file.

Comparing Search Capabilities of WisBar vs WERC CD

WisBar advantages:

- free to anyone with Internet access
- updated monthly
- no installation, no disk swapping and no data storage space required
- available wherever the user has internet access
- same search system as for WisBar Wisconsin Court cases
- offers lists of cases issued each calendar year sorted by date, number, tribunal/author and employer, in addition to all-years archive search function
- simple searches provide list of hits in short line context without opening decision or award file itself
- files can be downloaded in word processing format, facilitating the copying of text blocks without loss of original formatting

WisBar disadvantages:

- requires Internet access; responsiveness depends somewhat on speed of user's Internet connection
- search results listing shows fewer items at a time and provides less information about each item
- user must open file to view hit in context of more than one line; no proximity or case-sensitive searching
- search scope choices limited to decisions or grievance awards or all of WisBar site
- obtaining desired results from complex searching takes more effort in selecting and adjusting search criteria
- search results displayed in HTML format without some of the original document formatting

WERC-CD advantages:

- does not require internet access; responsiveness does not depend on speed of Internet connection
- finds and lists full citations for documents that meet the search criteria up to a program maximum of 1000; full list is fully scrollable without renewing search for next 10 documents, etc.
- uses free and widely-used Adobe Acrobat Reader+Search software, same as WASB digest CD and WERC interest awards archive, making it possible, for example, to search of decisions and digests simultaneously
- allows greater control of scope of search among combined databases or portions of databases
- once the software and indexes are installed and configured, searching and especially complex searching are more user friendly, with case-sensitive, proximity-based and wildcard search options available
- more search features and flexibility -- wildcard, case-sensitive and limited proximity search options are offered, and searches of all documents that resulted from the previous search are easily done
- results reveal full citation of case containing hit before user needs to open any file

WERC CD-ROM disadvantages:

- reasonably priced with liberal sharing and network use rules, but not free
- only updated annually
- requires some installation of software and indexes before searching can be performed
- available only where the CD-ROM or a copy of the CD-ROM contents are network or PC accessible. network accessible, so can involve disk swapping or take up hard drive space
- archived files are in .pdf format, so some original formatting may be lost when text blocks are copied to a word processing file.

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